

F=FFY Maint

The **F=FFY Maintenance** function is used to access the FFY Maintenance screen. To access the screen, key **F** in the Function field of the PCA Entry or List screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

G=Generate FFY

The **Generate** function copies PCA records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY Maintenance screen.

To initiate the **Generate** function from the FFY Maintenance screen, key **G** in the F action column on the Program Cost Account line. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the example below.

Key the existing FFY: (Year 1) in the FFY field	To Generate records for: (Year 2)
2007	2008
2008	2009
2009	2010

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **Generate** function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **Generate** function a second time may be quicker than manually adding new Year 1 records to Year 2 records after Year 1 records were generated. The **Generate** function does not update or replace records previously **Added** or **Generated**, so records are not duplicated.

If an attempt is made to **Generate** records that have already been **Added**, an error message is displayed on the Program Cost Account (PCA) Table Activity Report for each existing record. However, error messages are not issued when an attempt is made to **Generate** previously generated records. If the **G=Generate** function is keyed more than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

Successful **Generate** transactions update the PCA File during the CALSTARS nightly process. **Generate** transactions that do not pass all edits are not added to the PCA Table; they are displayed on that day's activity report with their corresponding error messages.

=Next

From The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the Program Cost Account (PCA) Table Listing Report and/or printing the report. If a FFY is displayed on the pop-up screen when a report is requested, only records for the specified FFY are selected. If the FFY field is blank, the entire PCA Table (all FFYs) is selected. An example of the CSB970-2 report is displayed in Exhibit IV-PCA-3.

From The Entry Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when **Enter** is pressed, the FFY is not displayed on the screen.

From The List Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request all records within the PCA Table, delete the FFY from the FFY field on the pop-up screen.

From The FFY Maintenance Screen:

Key **P** in the F action column, the FFY if desired, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when **Enter** is pressed, the FFY is not displayed on the screen.

From The List Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

V=ViewFrom The Entry Screen:

Key a **V** in the Function field, the FFY and PCA in their respective fields, and press **Enter** to View a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W=Print Record** function immediately prints a single record report (CSI970-2) and generates a single record report file from the PCA Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI970-2.TBL-PA.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the FFY and PCA in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

X=Delete FFY

The **X=Delete FFY** function initiates the deletion of all PCA records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.

<p style="text-align: center;">A C T I O N C O N F I R M A T I O N</p> <p style="text-align: center;">Delete all PCA Table records for FFY 2005</p> <p style="text-align: center;">Press F4 to confirm; F2 to cancel</p>
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If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the PCA Table.

A message confirming that the records were deleted successfully or that the Delete function was cancelled is displayed at the bottom of the screen.

Note: Function X cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the PCA Table screens:

F1=Help—The following two types of online help is available on pop-up screens:

- ✧ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

NOTE: When table look-up assistance is used with the PCA or Title fields, the entire record is displayed when a selection is made.